

Love Your Block Mini-Grant Application Instructions

Thank you for applying for the Love Your Block mini-grant program. Please take time to carefully read and think about these important considerations as you fill out the application.

Section 1a - Project Leader/Point Person: Please choose one person to be the main contact person and a member of the Love Your Block team will reach out to that person to provide updates on application status. Please list neighborhood the project will take place in and include one or more methods of contact.

Section 1b - Association/Group/Organization: If applicable, please list the group, nonprofit, or organization that you are representing. If you are applying as an individual or collection of neighbors, you can either list the neighborhood you're representing again or leave it blank.

Section 2 – General Project Information: Give your project a name. If no name is provided, please describe the activity or goal you would like to accomplish. Specify what block and cross streets the project will take place on. Then list the grant amount you will be requesting.

Section 3 - Briefly explain the need or problem you wish to address: Please tell us in 250 words or less what the main problem(s) your project will address. In your statement, please make sure to explain why this issue is important to you and the community.

Section 4 - City Services: The City of Albany will be supplementing the existing Love Your Block programming by providing additional city services at block parties, work parties, vacant lot activations, and other approved Love Your Block community programming. The provision of City services is dependent on Love Your Block project size, City staff and resource availability. The City cannot guarantee that all resident requests will be fulfilled or completed the same day. City services will not be provided to individual homeowners but will be provided to City blocks and neighborhoods, block by block, to benefit the greater Albany community. Please select as many City services as you feel are necessary for the success of the project.

Section 5 - Front Façade Repair Nominations: You are required to nominate at least 3 homeowner residents who are in need of minor front façade repairs in addition to your project's goals. A homeowner cannot be nominated without their knowledge or consent, therefore the Love Your Block program requires their official signature. All available services are listed above the home owners you can nominate. You may ask for additional services outside of the current ones available through Love Your Block, but we cannot guarantee that they will be fulfilled. Applications will still be accepted if you nominate less than 3, but they may not receive priority. Applicants can list more than 5 homeowners in need of repairs. To do so, applicants can provide extra nominations by attaching additional paper listing the nominee's name, address, and signature to the applicant.

Section 6 – Vacant Lot Activation: You may also nominate up to 3 vacant lots for improvements. A property owner cannot be nominated without their knowledge or consent, therefore the Love Your Block program requires their official signature. All available services are listed above vacant lot nomination. You may ask for additional services outside of the current ones available through Love Your Block, but we cannot guarantee that they will be fulfilled. Your application will still be accepted if you don't nominate any vacant lot for activation. We are not accepting more than 3 nominations for vacant lot activation per application.

Section 7 – Detailed Project Description: In 250 words or less, explain how you will put your plan into action. Please list what specific steps you will take to see your project completed from start to finish. Answers to this question can be provided in the form of bullet points.

Section 8 – Project Timeline & Strategic Planning: Please organize your project's steps based on the month you estimate they will occur during to ensure that your goals are met by the end of September. We will not hold people to the exact timelines they list but require it to coordinate the Love Your Block projects around each other.

Section 9 - Volunteers: We believe that all projects will require some amount of volunteer assistance. Based on the information above, how many volunteers do you estimate you will need to complete your project?

Section 10 – Volunteers from Neighborhood: The Love Your Block team would like at least 50% of the volunteers present for any Work Party events to live in the neighborhood or adjacent neighborhoods. Please list 3 neighbors from the block where your project will be taking place that can commit to offering their time. Additional volunteers from the neighborhood can be recruited at a later date if the project is selected.

Section 11 –Volunteer Recruitment: Where do you anticipate you will recruit additional volunteers outside of your neighborhood? Please check all possibilities that could apply in the application. If you are unsure at this time, the Love Your Block Team can assist you with volunteer recruitment.

Section 12 – Partner Contributions: Not all projects are completed alone. Please list any other groups, clubs, organizations, nonprofits, volunteers, or neighbors that are not directly applying for the mini-grant but will offer their resources, services, or knowledge to help you achieve your goals. Answers to this question can be provided in the form of bullet points. If you do not plan to work with any additional partners, please list this section as N/A. If you will be working with other similar groups as partners, please list what resources, services, knowledge, or assistance, you plan on receiving from those partners.

Section 13 - Tracking the project's progress and impact throughout 2022: The Love Your Block team requires that you demonstrate sustainable impact on the neighborhood/block/street that your project will be taking place because of your project. (*i.e., the pounds of trash cleared from specific area(s), the number of volunteers or residents participating, improved moral of*

neighborhood etc.) Please provide a minimum of two examples. Grantees are expected to track the project's impact throughout 2022 until Sept. 30th. In 500 words or less, what standard(s) or units will you use to calculate your impact? What tools will you use to document and measure your project's impact throughout the year? (*i.e., tracking the amount of resources distributed to residents and/or before and after photos of project sites and/or neighborhood surveys for resident feedback*).

Section 14 – Future Years and Ongoing Success: Our program understands that many issues surrounding blight cannot be solved immediately and will need persistent and dedicated work over a long period of time. In 400 words or less, please state whether you would continue your project in future years. If so, how do you plan to fund your project in future years? Will you be applying to additional grants, will you fundraise, or receive donations? Would you consider applying to the Love Your Block grant again? If your project can be completed within one season and will not need additional work afterwards, please explain why. Regardless of whether or not your project continues past 2022, the Love Your Block team would also like to ensure that it has a long term sustainable impact in the community and neighborhood it takes place. What other ideas or actions do you propose that could help create a ripple effect to lead to other positive change and maintain the changes you have already made? How would that be different for individuals and the community?

Section 15 - Project Budget Outline: Please clearly list the amount of individual or personal funding being used for the proposed project and the amount of Love Your Block grant funding being requested. Please add all funding from the cost column together. Any funding that isn't included in the grant, please keep in parenthesis. In addition, you should also specify if you require any specific skills of a professional like muralist, carpenter, etc. will this person be paid or volunteer based? Will that payment be by your organization or will it come from the Love Your Block Grant?

Section 16 – Additional Sources of Funding: Please clarify specifically what funding will come from other sources other than the Love Your Block mini-grant program. We understand if you are unable to secure the full amount of funding for the grant at this time and would be more than happy to offer our assistance. Please remember to check off either YES or NO at the end of this section to let us know if you would like help finding additional funding or partners.

Section 17 – Community Support: Applicants are not required but are encouraged to include letters of support from residents of the neighborhood that the project will be taking place. Applicants are allowed use already nominated homeowners in need of minor repairs to demonstrate additional community support for their proposed idea.